Westmoreland County Tax Collection Commission (WCTCC)

Operating Board Meeting Minutes

Tuesday, July 24, 2012

Chairman Scott Sistek called the meeting to order. Roll call was taken with the following members present: Scott Sistek, Jude Abraham, Caprice Mills, Diane Figg, Paul Fry, Eileen Navish and Jon Perry. Solicitor Lawrence Maiello was also present. Diane Heming, Gregory Primm and Michael Wrobleski were absent.

Pledge of Allegiance.

Approval of Minutes. Diane Figg **MOVED** to approve the minutes of the Operating Board Meeting held on May 22, 2012, and Jon Perry **SECONDED.** No discussion. **Motion carried.**

Approval of Bills. Diane Figg reported there were two bills; Ann Eicher, $80 for transcription services, and $451.50 for legal costs for a total of $531.50.
Jude Abraham **MOVED** to approve the bills, and Eileen Navish **SECONDED.** No discussion. **Motion carried.**

Public Comment. For the record there was no public comment at tonight's meeting.

Treasurer's Report. Diane Figg reported since we met last in May we had $8.52 in interest. Our balance in the bank before payment of these two bills is $33,285.39.
Jon Perry **MOVED** to approve the Treasurer's Report, and Jude Abraham **SECONDED.** No discussion. **Motion carried.**

Solicitor's Report.

- **Sample Request for Proposal (RFP) for Audit.** Solicitor Maiello reported the Southwest TCC has agreed to release a copy of their RFP to provide to our Auditor Selection Committee to use as a starting point. He also reported that Berkheimer is still unsure as to what information they will be providing in addition to what they normally provide to the Political Subdivisions (PSDs). Solicitor Maiello recommended the committee look at this sample and he will assist as needed.

- **Rules and Regulations for the Tax Appeals Board.** Solicitor Maiello also reported on a concern about the definition of PSDs as it relates to Home Rule Charter entities. After the list of all the different types of PSDs; municipalities, townships, school districts, etc., the following phrase has been added 'or any of the aforesaid PSDs which have adopted a Home Rule Charter' and that is the only change.

- **CENTAX -Act 32 Requirements/Bond.** Solicitor Maiello related to the committee that CENTAX is having significant problems in regard to not making distributions. Solicitor Maiello will be attending a meeting tomorrow morning, July 25th, at the Greentree Municipal Building representing the WCTCC. Solicitor Maiello reported as a Tax

Collection District (TCD) a claim can be made on the bond company to request the monies that should be distributed to you. Solicitor Maiello continued that this notice of the claim is just in the form of a letter stating we haven't received any distributions from CENTAX and we're putting you on notice we will take some action.
Eileen Navish **MOVED** to recommend to the full WCTCC that they, as a group, file notice of a claim against CENTAX's bond company on behalf of this TCD, and Paul Fry **SECONDED.** No discussion. **Motion carried.**

Committee Reports.

Tax Collector Performance Committee. Eileen Navish reviewed the four reports received via email and reported that the year-to-date net unidentifiable collections amount is extremely disturbing. Looking at the month of June of the $23 million collected, $4 million is not identified, which is a high percentage. Ms. Navish questioned how Berkheimer is resolving who that money came from and who should be receiving it. She also suggested Shawn Perry, the representative from Berkheimer; attend next month's meeting to discuss what they are doing to remedy this.

Auditor Selection Committee.-No report.

Open Board Discussion. For the record no discussion was presented at tonight's meeting.

Agenda.

Tax Appeals Board Appointments. Scott Sistek reviewed the candidates previously selected for this Board: Scott Sistek, Chairman; Paul Fry, Vice Chairman; members, Peggie Watson, Dallas Leonard and Judy Gilpin; alternates, Gordon Stoves and Gregory Primm.
Diane Figg **MOVED** to approve the appointments to the Tax Appeals Board as presented, and Eileen Navish **SECONDED.** No discussion. **Motion carried.**

Additional Comments. Diane Figg reported the bond has been modified. If you recall in her previous report she had an issue with $500 which has all been satisfied and the approved bond has been received; the paperwork to close out the bond is ready to be mailed.

Adjournment. Paul Fry **MOVED** to adjourn the meeting. **SECONDED:** Diane Figg.

Respectfully Submitted,

Caprice Mills
WCTCC Operating Board Secretary
& Open Records Officer